

Michigan Supreme Court  
**State Court Administrative Office**  
309 N. Washington Square, P. O. Box 30048  
Lansing, Michigan 48909  
(517) 373-0130

M E M O R A N D U M

DATE: August 26, 1999

TO: **ALL CHIEF CIRCUIT JUDGES**  
cc: **FAMILY DIVISION JUDGES**  
**FRIENDS OF THE COURT**  
**FAMILY DIVISION ADMINISTRATORS**  
**CIRCUIT COURT ADMINISTRATORS**

FROM: John D. Ferry, Jr., State Court Administrator

SUBJ: **SCAO Administrative Memorandum 1999-09**  
**License Suspension for Violation of Support and/or Parenting Time**

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Section 19 of the Friend of the Court Act (MCL 552.519; MSA 25. 176(19)) provides that the State Court Administrative Office, Friend of the Court Bureau develop procedures for operation of friend of the court offices. MCL 552.503(6); MSA 25.176(6) states that each friend of the court shall take all necessary steps to adopt office procedures to implement this Act, supreme court rules and recommendations of the bureau.

Public Act 334 of 1998 allows the friend of the court to initiate action to suspend an occupational, driver's, sporting or recreational license for non-payment of child support and violation of parenting time orders.

Pursuant to The Support and Parenting Time Enforcement Act a license may be suspended for non-payment of support as a result of a notice process (Sect. 28) and as a result of a contempt proceeding (Sect. 33 and 35), and allows for suspension of licenses for violation of a parenting time order as the result of a contempt proceeding (Sect. 44).

This policy and recommended procedures outline the criteria and steps for suspension, and subsequent rescission of the suspension, of licenses. This policy replaces Friend of the Court Model Policies and Procedures Memos 1996-2 dated December 18, 1996 and 1996-2a dated April 7, 1997. Appendices will be replaced as needed without republishing this policy. Should you have any questions regarding this policy, you may contact Steve Capps at (517) 373-9318 or Tim Cole at (517) 373-9663.

## **LICENSE SUSPENSION**

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#### **I. WHAT CAN BE SUSPENDED.**

The legislature has identified four (4) types of licenses that may be suspended. Unless otherwise stated in this policy, the term “license” refers to the following licenses:

- A. Occupational licenses.** Occupational license means “a certificate, registration, or license issued by a state department, bureau, or agency that has regulatory authority over an individual that allows an individual to legally engage in a regulated occupation or that allows the individual to use a specific title in the practice of an occupation, profession or vocation.” MCL 552.602(l).
- B. Recreational or sporting licenses.** Recreational or sporting license means, “a hunting, fishing or fur harvester’s license issued under the natural resources and environmental protection act, . . . MCL 324.101 to 324.90106, but does not include a commercial fishing license or permit under part 473 of the natural resources and environmental protection act, . . . MCL 324.47301 to 324.47362.” MCL 552.602(t).
- C. License to practice law.** An attorney’s right to practice law. MCL 600.909.
- D. Driver’s license.** A Driver’s License “means any driving privileges, license, temporary instruction permit, or temporary license issued under the laws of this state pertaining to the licensing of persons to operate motor vehicles [MCL 257.25].” MCL 552.602(a).

#### **II. CONDITIONS FOR SUSPENSION OF LICENSE**

##### **A. Nonpayment of Support.**

Under the Support and Parenting Time Enforcement Act, the friend of the court may seek suspension of a license pursuant to notice (section III) or contempt proceedings (section IV) under the following conditions MCL 552.628:

1. The payer holds a license that is eligible for suspension or the payer’s occupation requires a license.
2. There must be an accrued arrearage greater than six months of child or spousal support.
  - a. The support arrearage must be greater than six months worth of periodic support payments under the payer’s support order,

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whether or not the payer has paid in the past six months.

- b. The friend of the court may not proceed under license suspension if the payer produces documentary evidence that money has been withheld from the payer's income in an amount equal to or greater than the amount required under the payer's support order. This would include cases where an employer has withheld, but failed to forward, child support payments to the friend of the court office. MCL 552.607a.
- 3. Income withholding must be either inapplicable, or unsuccessful in assuring regular payment on current support and on arrearages. The Friend of the court may not proceed in a license suspension action if income withholding is in effect and is successful in assuring regular payments on the support obligation and regular payments on the arrears.
  - a. Income withholding may be considered inapplicable when the payer is unemployed or is self-employed and regular payments are not being made in an amount necessary to cover current support and arrears.
  - b. License suspension would be an option when income withholding orders are in effect but are not regularly collecting the full amount of current support and an additional payment of arrears (e.g. where a person has several sources of income and only reports one, or when a payer works in a profession or trade involving frequent changes of employers).

#### **B. Violation of Parenting Time Orders.**

MCL 552.629 allows suspension of licenses in connection with contempt proceedings (section IV) for violations of parenting time orders.

### **III. NOTICE PROCEDURE (nonpayment of support arrears only).**

This procedure is only available for nonpayment of support arrears. The friend of the court may use the notice process to suspend a payer's license under the following procedure:

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**A. Notice of License Suspension (Form FOC 80)<sup>1</sup>**

1. A notice must be filed with the court and sent to:
  - a. the payer MCL 552.628(2);
  - b. all parties (MCR 2.107(A)(1)); and
  - c. attorney(s) of record (MCR 2.107(B)).
2. The notice must include the following information MCL 552.628(2):
  - a. the amount of the arrearage;
  - b. that the payer's driver's, sporting, recreational, and/or occupational licenses may be subject to an order of suspension;
  - c. that the suspension order will be entered and sent to the licensing agency unless within 21 days after the date of mailing the notice the payer:
    - (1) pays the arrearage in full; or
    - (2) requests a hearing.
  - d. that at the hearing, the payer may do one of the following:
    - (1) object to the proposed suspension based on a mistake of fact concerning the overdue support amount or the payer's identity; or
    - (2) suggest to the court a schedule for payment of the arrearage.
  - e. that if the payer believes that support should be modified due to a change in circumstances, the payer may file a petition with the court for modification of the support order.

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<sup>1</sup>Form FOC 3 (revised 6/99) may be used in place of form FOC 80.

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- f. the method of requesting a hearing must be stated on the notice form. The method may be defined locally and could be by telephone, or automated voice response system, or could be required to be made in writing. The method may require the payer to state clearly the grounds of the payer's objection but may not require the payer to pay a motion fee.

#### **B. Action Required on Payer's Response**

A payer has three options upon receiving a notice.

1. Pay the arrearage in full. This stops the action. License suspension cannot be pursued until the payer again has an arrearage exceeding the threshold.
2. Request a hearing. Within 21 days after the date on which the notice is mailed to a payer, the payer may request a hearing on the proposed suspension, entry of the suspension order shall be delayed pending the outcome of the hearing MCL 552.629(1).
  - a. A payer may address the following issues at the hearing MCL 552.628:
    - (1) mistake of fact regarding the identity of the payer;
    - (2) mistake of fact regarding the arrearage, and that the arrearage is less than six months worth of support;
    - (3) suggest an arrearage repayment schedule;
    - (4) ask the court to delay suspension until a hearing on a motion filed to modify support is heard MCL552.629(2).
3. Payer fails to respond. After waiting at least 21 days following the mailing of the notice under section 28, the case should be reviewed to determine that the payer has not taken any action under B.1. to pay the arrearage in full or B.2. to request a hearing. If no action has been taken, the Friend of the court shall submit a petition (**Form FOC 81**) and an

Order Suspending License (**Form FOC 84**) to the court for entry. MCL 552.629(4).

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#### C. Hearing on a Petition to Suspend License

If a hearing is timely requested, the friend of the court shall schedule the hearing before the court or before a referee.

1. Hearing notices. Local friend of the court offices may design a process to emulate the scheduling of other hearings on motions their offices file.
  - a. The payer should not be required to schedule the hearing and should not be charged a motion fee.
  - b. Hearings on the proposed license suspension and any motion to modify support should be consolidated unless the court finds that the hearings should be held separately MCL 552.629(2).
  - c. The friend of the court office must send copies of the petition to suspend license (**Form FOC 81**), and a notice of hearing (**Form FOC 7**) at least 9 days before the hearing (MCR 2.119(C)) to all parties and attorney(s) of record (MCR 2.107).
2. At the license suspension hearing the friend of the court should:
  - a. Show that the arrearage at the time of original notice was greater than six months;
  - b. Suggest an arrearage repayment schedule conforming to the arrearage payment guideline in the formula manual.
  - c. If the payer appears, following the hearing, insure timely entry of the Order Regarding Payment of Arrearage (**Form FOC 82**).
3. If the payer requests a hearing and fails to appear, the friend of the court should verify that the parties were given proper notice under MCR 2.107(C) and MCR 2.119(C).
  - a. If proper notice was not given, the motion should not be heard until proper notice is given to all parties.

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- b. If proper notice was given, the friend of the court should request the court to enter an Order Suspending License (**Form FOC 84**) MCL 552.629(4).

**IV. CONTEMPT OF COURT PROCEEDINGS** (nonpayment of support and parenting time violations)

**A. Nonpayment of support conditions.**

- 1. A support payer may be found in contempt of court for failing to pay when the payer has the capacity to pay support out of currently available resources MCL 552.633 or for failing to exercise diligence to see that the payer has the capacity to pay the ordered support MCL 552.635.
- 2. The court may order the suspension of a license conditioned on an arrearage repayment schedule when all of the following are true:
  - a. The payer has a license that is subject to suspension.
  - b. The court determines that the arrearage at time of filing of the Petition and Order to Show Cause for Contempt or at the time of the hearing exceeded the six month accrued amount and an arrearage still remains (although it may be less than six months accrued amount) MCL 552.633(1)(d), MCL 552.635(2)(b). An arrearage must exist at the time of the contempt finding because the suspension is conditioned on noncompliance with an arrearage repayment order. MCL 552.633(2), MCL 552.635(4).
- 3. Repayment schedule.

Manner and timing of the repayment is within the discretion of the court. Generally, the friend of the court should recommend an arrearage repayment schedule conforming to the arrearage payment guideline found in the child support formula manual.

- 4. After the hearing, the friend of the court should insure the timely entry of the Support Enforcement Order (**Form FOC 6**), or Order Regarding Payment of Arrearage (**Form FOC 82**).

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**B. Parenting time show cause. MCL 552.644.**

License suspension for violation of parenting time orders may only occur through civil contempt (Order to Show Cause) proceedings. MCL 552.644 and 645.

1. Prerequisites. The friend of the court is to commence a show cause proceeding for either parent who has violated the parenting time order when the friend of the court determines:
  - a. application of a make-up parenting time policy is unsuccessful; or
  - b. action should be taken to initiate civil contempt proceedings.
2. Contempt Notice (**Form FOC 19**)
  - a. If the criteria for initiating a show cause proceeding are met and a Petition and Order to Show Cause is filed, the friend of the court is required to send a notice advising the respondent of possible sanctions under MCL 552.644(2) and the respondent's right to a hearing on a proposed modification of parenting time if requested within 14 days. One of the possible sanctions in the notice is an option for the court to condition the suspension of a license upon noncompliance with an order for make-up and ongoing parenting time. MCL 552.645(3)).
  - b. Upon receipt of the notice, the respondent may, within 14 days, file a petition for modification of parenting time. If such a petition is filed, the show cause and modification hearing shall be combined. If they cannot be combined, the show cause hearing shall be delayed until a hearing on the modification petition can be heard. MCL 552.645(3).
3. Order of Conditional Suspension (**Form FOC 82**)

At the show cause hearing, the court may condition license suspension upon noncompliance with a makeup and ongoing parenting time order. MCL 552.644(2)(g). Following the hearing, the friend of the court should insure timely entry of the Order After Hearing on Alleged Custody/Parenting Time Violation (**Form FOC 58**).



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**V. PROCEDURE AFTER ENTRY OF CONDITIONAL SUSPENSION ORDER OR ORDER SUSPENDING LICENSE.**

**A. Procedure after conditional suspension order.**

1. When the court has entered a conditional suspension order for arrearage repayment pursuant to the notice procedure (section III) or contempt procedure (section IV), the friend of the court should monitor the payer's compliance with the Order.
  - a. If the payer complies and pays the arrearage in full, no further action can be taken on the conditional suspension order.
  - b. If the payer fails to comply with the repayment order, and the arrearage is not paid in full, the friend of the court should file a Notice Following Order for Payment of Arrearage (**Form FOC 83**). The friend of the court may give the payer an opportunity to request a hearing or notice the matter for a hearing.<sup>2</sup>
  - c. If the court finds the payer has failed to comply with the order at a hearing, or after the payer has failed to request a hearing after notice of payer's failure to comply with the repayment order, the friend of the court should secure entry of the Order Suspending License (Form FOC 84).
2. When a license suspension order is entered conditioned on failure to comply with the court's order for make-up and ongoing parenting time, the friend of the court should monitor the compliance with the order.
  - a. If the respondent complies with the order, no further action can be taken on the conditional suspension order.

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<sup>2</sup>A court could have adjourned the hearing to monitor compliance, thus giving notice and an opportunity to be heard in the original order. If the hearing is held before a referee, the friend of the court should wait until the objection period expires before sending the order.

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- b. If the respondent fails to comply with the conditional suspension order, the friend of the court must set the matter for a hearing unless the court has already scheduled a hearing to monitor compliance with the conditional suspension order.<sup>3</sup>
- c. If the court finds the respondent has failed to comply with the order, the court shall find the respondent in contempt and may suspend the respondent's license(s). If the court suspends the respondent's license(s), the friend of the court should secure entry of the Order Suspending License (**Form FOC 84**).

#### **B. Procedure after determination that a license is to be suspended after a hearing.**

Once a hearing has been held concerning a person's default of a conditional suspension order for arrearage or parenting time, and the court has made findings suspending a license, the friend of the court should submit an Order Suspending License (**Form FOC 84**) to the court for entry. It is not necessary to provide an additional notice and opportunity for hearing.

#### **C. Procedure when no hearing was held.**

When no hearing was held because the payer under the notice procedure (section III) did not request a hearing or respond to the notice, the following procedure should be followed to complete the suspension:

- 1. The friend of the court should submit an Order Suspending License (**Form FOC 84**) to the court for entry.
- 2. The friend of the court should delay sending a copy of the Order Suspending License (**Form FOC 84**) to the licensing agency until 14 days after the date the office first attempts service of a copy of the order on the payer by personal service or by registered or certified mail, return receipt requested, with delivery restricted to the payer. The friend of the court will need to track 14 days from the date the order was served and/or service was

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<sup>3</sup>A court could have adjourned the hearing to monitor compliance, thus giving notice and an opportunity to be heard in the original order. If the hearing is held before a referee, the friend of the court should wait until the objection period expires before sending the order.

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attempted, by using:

- a. the date the United States Postal Service first attempted to deliver the order by Registered or Certified Mail. For purposes of "first attempt", the date the Registered or Certified Mail is sent should be considered as "Day 1"; or
  - b. the date the Process Server first attempted to hand deliver the order to the payer.
3. Exception for attorneys

Administrative Order 1997-2 provides that the suspension of a license to practice law is effective upon entry by the circuit court.

#### **D. Sending Order to Licensing Authority.**

1. The friend of the court is required to send the Order of Suspension to the Secretary of State or Occupational Regulatory Agency. Some agencies allow Friends of the Court to FAX orders to them (See Appendix C for specific information).
2. When sending a License Suspension Order (**Form FOC 84**) to the Secretary of State, to assure appropriate processing, friends of the Court must include their 4 digit Court Code (See Court Code list, Appendix D).
3. Michigan Supreme Court Administrative Order 1997-2 requires the friend of the court to send copies of an Order of Suspension regarding attorneys licensed to practice law to:

Clerk of the Supreme Court  
Clerk of the Supreme Court  
G. Mennen Williams Building  
Second Floor  
P.O. Box 30052  
Lansing MI 48909

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State Court Administrative Office  
Attention: Attorney Suspensions  
309 N. Washington Square  
P.O. Box 30048  
Lansing MI 48909

State Bar of Michigan  
306 Townsend Street  
Lansing MI 48933-2083

Attorney Grievance Commission  
Marquette Building, Suite 256  
243 W. Congress Street  
Detroit MI 48226

Attorney Discipline Board  
One Kennedy Square, Suite 1910  
Detroit MI 48226

The Attorney License number must be included in the order. Please consult the Michigan Bar Journal for a list of attorneys and their license numbers.

4. Service of the Order of Suspension on the parties/attorneys may be accomplished via regular, first class, mail.

**E. Special Note Regarding License Suspension Orders to Secretary of State:**

Per Secretary of State retention requirements, license suspension orders are purged from their system after seven (7) years. The SOS will provide notice to the court regarding purging of the record. While it is likely that any licensee who has had his/her license suspended for such a lengthy time may be unaffected by continued suspension, if the friend of the court and/or court believe(s) it is appropriate to continue the suspension, a new order is necessary.

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**VI. Rescission of Suspension Orders (Form FOC 85)**

**A. Rescission by Court Order:**

1. After entry of a suspension order for support violation:
  - a. A payer may agree to and the court may order a schedule for the payment of arrearage. The friend of the court is not required to file the motion or petition to bring this matter back before the court for a rescission hearing under these circumstances. However, if the friend of the court does not file the motion, a Pro Se process should be developed locally) MCL 552.630(2);
  - b. If the court orders a schedule for payment of the arrearage, the court shall enter an order rescinding the suspension (**Form FOC 86**) MCL 552.630(2).
2. After entry of a suspension order for parenting time violation:
  - a. A parent may agree to a make-up parenting time schedule and the court may order a make-up parenting time order. The friend of the court is not required to file the motion or petition to bring this matter back before the court for a rescission hearing under these circumstances. However, if the friend of the court does not file the motion, it is suggested that a Pro Se process be developed locally) MCL 552.645(2);
  - b. If the court determines that the license suspension should be rescinded, the court shall enter an Order of Rescission (**Form FOC 86**) MCL 552.645(2).

**B. Rescission Initiated by friend of the court:**

1. The friend of the court should monitor cases where a driver's or occupational license suspension has occurred to determine if the suspension should be rescinded. When rescission is appropriate, the friend of the court will file any necessary motion (**Form FOC 85**) and provide service of process and mailing of orders (**Form FOC 86**) to secure rescission of the suspension. The minimum conditions under which the friend of the court should seek

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rescission of a suspension under this process, as determined by the workgroup include:

- a. The parties agree that a rescission is appropriate and in the best interests of their children. It is appropriate to obtain the consent of both parties before the friend of the court initiates a rescission;
- b. The case closes or inactivates due to a change in the terms of the order, or other administrative case closure criteria outlined by the State Court Administrative Office and/or Office of Child Support policies.
- c. For arrearage cases, the arrearage is paid in full, and there is no longer any reason to continue license suspension.

#### **C. Sending the Rescission Order**

The friend of the court is responsible for sending the Order of Rescission (**Form FOC 86**) to the Secretary of State and/or the Occupational Regulatory Agency within 7 days of entry. MCL 552.630(2). It is suggested, but not required, to include the Court Code (Appendix D) on Rescission Orders sent to the Secretary of State. The Rescission Order may be served on the parties/attorneys by regular, first class, mail.

# License Suspension Decisional Aid

Is there an arrearage?

----- ↓ -----  
No ☐ Yes ☐

↓  
Stop! Do not  
use license  
suspension

↓  
Is the arrearage greater than 6 months' support?

----- ↓ -----  
No ☐ Yes ☐

↓  
Is there an income withholding order in effect collecting current support and arrears?

↓  
Stop! Do not  
use license  
suspension

----- ↓ -----  
Yes ☐ No ☐

↓  
Stop! Do not use  
license suspension

↓  
Does the individual hold a Driver's occupational, recreational, or sporting license?

----- ↓ -----  
No ☐ Yes ☐

↓  
Stop! Do not use  
license suspension

↓  
Set for show cause OR Send notice of suspension

↓  
Serve show cause order

↓  
Has the payer requested a hearing within 21 days?

----- ↓ -----  
Yes ☐ No ☐

↓  
Send notice of hearing

↓  
Has the payer paid the account?

----- ↓ -----  
Yes ☐ No ☐

↓  
Did the payer appear at the hearing?

----- ↓ -----  
Yes ☐ No ☐

↓  
Stop! Do not  
suspend license

↓  
Enter suspension  
order

↓  
Did the Judge order a conditional suspension of license?

----- ↓ -----  
No ☐ Yes ☐

↓  
Stop! Do not  
use license  
suspension

↓  
Enter conditional suspension order

↓  
Send notice by  
or certified mail restricted  
delivery

↓  
Is the payer complying with the order?

----- ↓ -----  
Yes ☐ No ☐

↓  
Stop! Do not  
suspend license

↓  
Send 14-day notice  
of non-compliance  
and hearing notice

↓  
Has any response been made to set aside the  
order or pay the arrears in full within 14 days  
of the date notice was mailed?

↓  
Has a hearing been requested or held?

----- ↓ -----  
Yes ☐ No ☐

↓  
Set hearing

↓  
Stop! Do not  
use license  
suspension

↓  
Follow through  
with any other  
action that the  
court deems  
appropriate in its  
hearing or, if  
payment is made,  
take steps to  
rescind order

↓  
Was the account paid or did the payer  
prove compliance with the conditional  
order?

----- ↓ -----  
Yes ☐ No ☐

↓  
Stop! Do not  
suspend license

↓  
Enter order suspending license

↓  
Mail order to proper agencies

registered

Case Name \_\_\_\_\_

File No. \_\_\_\_\_

## AGRICULTURE (Michigan Department of)

611 W. OTTAWA STREET ..... (517) 335-3402  
P.O. BOX 30017  
LANSING, MI 48909

OR

SEE BELOW

FAX (517) 335-1423

(517) 373-1077

ANIMAL INDUSTRY DIVISION

ENVIRONMENTAL STEWARDSHIP DIVISION

(517) 241-0236

FINANCE & TECHNOLOGY DIVISION

(517) 373-1100

FOOD & DAIRY DIVISION

(517) 373-1060

LABORATORY DIVISION

(517) 337-5040

OFFICE OF THE RACING COMMISSIONER

(313) 462-2400

PESTICIDE & PLANT PEST MANAGEMENT DIVISION

(517) 373-1087

*Provide name, date of birth, social security number, and license number, if known.*

*Serve by U.S. Mail and/or FAX.*

## ATTORNEY GENERAL (Michigan Department of)

CONSUMER PROTECTION DIVISION

CHARITABLE TRUST SECTION ..... (517) 373-1152

P.O. BOX 30214

FAX (517) 241-0229

LANSING, MI 48909

*Provide name, date of birth, social security number, name under which license is issued, and license number, if known.*

*Serve by U.S. Mail and/or FAX.*

## CIS (Michigan Department of Consumer & Industry Services)

BUREAU OF CONSTRUCTION CODES ..... (517) 241-9313

P.O. BOX 30254

FAX (517) 241-9308

LANSING, MI 48909

BOILER DIVISION ..... (517) 241-9334

ELECTRICAL DIVISION ..... (517) 241-9320

ELEVATOR DIVISION ..... (517) 241-9337

MECHANICAL DIVISION ..... (517) 241-9325

PLUMBING DIVISION ..... (517) 241-9330

OFFICE OF LOCAL GOVERNMENT AND CONSUMER SERVICES ..... (517) 241-9347

*Provide name, date of birth, social security number, and trade license number.*

*Serve by U.S. Mail and/or FAX.*

BUREAU OF HEALTH SYSTEMS ..... (517) 241-2626

DIVISION OF EMERGENCY MEDICAL SERVICES

FAX (517) 241-2895

G. MENNEN WILLIAMS BUILDING- FIFTH FLOOR

P.O. BOX 30664, LANSING MI 48909

LANSING, MI 48909

*Provide name, date of birth, social security number, and basis for request.*

*Serve by U.S. Mail and/or FAX.*



DIVISION OF HEALTH FACILITY LICENSING AND CERTIFICATION.....(517) 241- 12637  
G. MENNEN WILLIAMS BUILDING-FIFTH FLOOR  
P.O. BOX 30664  
LANSING, MI 48909

*Provide name, date of birth, social security number, and license number.*  
*Serve by U.S. Mail and/or FAX.*

BUREAU OF REGULATORY SERVICES ..... (517) 335-6124  
7109 W. SAGINAW, SECOND FLOOR FAX (517) 335-6121  
P.O. BOX 30650  
LANSING, MI 48909-8150

DIVISION OF ADULT FOSTER CARE LICENSING ..... (517) 373-8580  
DIVISION OF CHILD DAY CARE LICENSING ..... (517) 373-8300

*Provide name, date of birth, social security number, license number,*  
*sponsor's name (if child care center), and address of facility.*  
*Serve by U.S. Mail and/or FAX.*

CORPORATION, SECURITIES & LAND DEVELOPMENT BUREAU ..... (517) 334-6213  
6546 MERCANTILE WAY FAX (517) 334-6223  
LANSING, MI 48910

*Direct requests, in writing, to Julie Croll, Director.*  
*Serve by U.S. Mail and/or FAX.*

DIV OF OCCUPATIONAL HEALTH - ASBESTOS PROGRAM ..... (517) 335-8246  
3423 N. MARTIN LUTHER KING BLVD., P.O. BOX 30649 ..... FAX (517) 335-9444  
LANSING, MI 48909

*Provide name, date of birth, social security number, and name of the asbestor abatement company if*  
*the individual in question is the owner.*  
*Serve by U.S. Mail and/or FAX.*

MICHIGAN INSURANCE BUREAU ..... (517) 335-1750  
P.O. BOX 30220 FAX (517) 335-4978  
LANSING, MI 48909

LICENSING ..... (517) 335-2068  
FAX (517) 335-3157

*Provide name, date of birth, and social security number.*  
*Serve by U.S. Mail and/or FAX.*

MICHIGAN LIQUOR CONTROL COMMISSION ..... (517) 322-1420  
P.O. BOX 30005 (517) 322-1408  
7150 HARRIS DRIVE FAX (517) 322-5046  
LANSING, MI 48909

*Provide name, date of birth, and social security number.*  
*Serve by U.S. Mail and/or FAX.*

PUBLIC SERVICE COMMISSION ..... (517) 334-6172  
MOTOR CARRIER DIVISION ROBERT TUTTLE (517) 334-6917  
6545 MERCHANTILE WAY, SUITE 1 HERBERT FIELDS (517) 334-7136

LANSING, MI 48909-7721

FAX (517) 882-2344

*Provide name, date of birth, social security number, and name of company.*

*Serve by U.S. Mail and/or FAX.*

## **CORRECTIONS (Michigan Department of)**

P.O. BOX 30003 ..... (517) 335-51426

LANSING, MI 48909

FAX (517) 373-2628

*Provide name, date of birth, and social security number.*

*Serve by U.S. Mail and/or FAX.*

## **EDUCATION (Michigan Department of)**

OFFICE OF PROFESSIONAL PREPARATION ..... (517) 335-0584

AND CERTIFICATION SERVICES ..... FAX (517) 373-0542

P.O. BOX 30008

LANSING, MI 48909

*Provide name, date of birth, social security number, maiden (birth) name, date of suspension action, type of certificate issued, and issue date.*

*Serve by U.S. Mail and/or FAX.*

## **ENVIRONMENTAL QUALITY (Michigan Department of)**

106 WEST ALLEGAN STREET ..... (517) 373-7917

HOLLISTER BUILDING, 6TH FLOOR

OR

P.O. BOX 30473

SEE BELOW

LANSING, MI 48909-7973

FAX (517) 241-7401

WASTE MANAGEMENT DIVISION ..... (517) 373-1170

STORAGE TANK DIVISION ..... (517) 373-8168

ENVIRONMENTAL ASSISTANCE DIVISION ..... (517) 335-2419

DRINKING WATER & RADIOLOGICAL PROTECTION DIVISION ..... (517) 335-9218

ENVIRONMENTAL ASSISTANCE CENTER ..... (800) 662-9278

SURFACE WATER QUALITY DIVISION ..... (517) 373-1949

*Provide name, date of birth, social security number, business name, and business address.*

*Serve by U.S. Mail and/or FAX.*

## **NATURAL RESOURCES (Michigan Department of)**

BUDGET & PROGRAM SUPPORT DIVISION ..... (517) 373-1204

RETAIL SALES SECTION

OR

BOX 30181

(517) 373-0130

LANSING, MI 48909

FAX (517) 373-1164

*Provide name, date of birth, social security number, business name, and business address.*

*Serve by U.S. Mail and/or FAX.*

## **STATE (Michigan Department of)**

BUREAU OF DRIVER & VEHICLE RECORDS ..... (517) 322-1553  
 ACTION PROCESSING UNIT  
 7064 CROWNER DRIVE  
 LANSING, MI 48918  
 BUREAU OF AUTOMOTIVE REGULATION ..... (517) 373-9067  
 (CONTACT: LORRAINE FINISON)  
 DRIVER TRAINING AND TESTING PROGRAM SECTION ..... (517) 322-5776  
 (CONTACT: KAREN FEDEWA)  
 OFFICE OF THE GREAT SEAL ..... (517) 335-2701  
 (CONTACT: HELEN KRUGER)

*Provide name, date of birth, driver license number, any professional license numbers available, and the probable occupation, if known.*

*Orders of recission should notify the licensee that he or she must appear at a branch office with the order of recission and pay an \$85 reinstatement fee to reinstate their driving privilege.*

## **STATE COURT ADMINISTRATIVE OFFICE (Michigan)**

CERTIFICATION ..... (517) 373-3727  
 HUMAN RESOURCES DIVISION ..... OR  
 P.O. BOX 30048 ..... (517) 373-0130  
 LANSING, MI 48909 ..... FAX (517) 373-8922

*Provide name, date of birth, and social security number.*

*Serve by U.S. Mail and/or FAX.*

## **STATE POLICE (Michigan Department of)**

FIRE FIGHTERS TRAINING COUNCIL ..... (517) 322-1922  
 7150 HARRIS DRIVE ..... FAX (517) 322-6540  
 LANSING, MI 48913

*Provide name, date of birth, and social security number.*

*Serve by U.S. Mail and/or FAX.*

MICH LAW ENFORCEMENT OFFICERS TRAINING COUNCIL ..... (517) 322-1946  
 7426 N. CANAL ROAD ..... FAX (517) 322-6439  
 LANSING, MI 48913

*Provide name, date of birth, and social security number.*

*Serve by U.S. Mail.*

*May also check status of license by calling (517) 322-5621 - Hermina Kramp, Section Chief, Evaluation & Certification Section*

MOTOR CARRIER DIVISION ..... (517) 336-6195  
 4000 COLLINS ROAD ..... FAX (517) 333-4414  
 P.O. BOX 30632  
 LANSING, MI 48909-8132

*Provide name, date of birth, and social security number.*

*Serve by U.S. Mail and/or FAX.*

*Can also check license status by LEIN # MI3300160 or ELMC.*

CRIMINAL INVESTIGATION DIVISION ..... (517) 336-3440

PRIVATE SECURITY & INVESTIGATION UNIT  
P.O. BOX 30634  
4000 COLLINS ROAD  
LANSING, MI 48909

FAX (517) 336-3441

*Provide name, date of birth, and social security number.  
Serve by U.S. Mail and/or FAX.*

**TRANSPORTATION (Michigan Department of)**

BUREAU OF AERONAUTICS ..... (517) 335-9283  
2700 E. AIRPORT SERVICE DRIVE FAX (517) 321-6422  
LANSING, MI 48906

*Provide name, date of birth, social security number, name of airport, and associated city.  
Serve by U.S. Mail and/or FAX.*

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Adjuster for the Insured (aka Public Adjuster)	CIS/Mich. Insurance Bureau
Adult Foster Care Small Group Home	CIS/Regulatory Services Adult Foster Care Licensing
Adult Foster Care Congregate Home	CIS/Regulatory Services Adult Foster Care Licensing
Adult Foster Care Large Group Home	CIS/Regulatory Services Adult Foster Care Licensing
Adult Foster Care Family Home	CIS/Regulatory Services Adult Foster Care Licensing
Airport Assistant Manager	Trans/Aeronautics
Airport Manager	Trans/Aeronautics
Alcohol Vendor Representative	CIS/Liquor Control Comm.
Alcohol Retailer	CIS/Liquor Control Comm.
Alcoholic Beverage Merchant, Retail, Specially Designated	CIS/Liquor Control Comm.
Alcoholic Beverage Distributor, Retail, Specially Designated	CIS/Liquor Control Comm.
Alcoholic Beverage Worker, Licensed	CIS/Liquor Control Comm.
Animal Remedies	Agricultural/Pest Mgmt.
Animal Control Officers	Agriculture/Animal Industry
Annual Vocational Authorization	Education/OPPC
Apprentice Jockey	Agriculture/Racing Comm.
Aquiculture	Agriculture/Animal Industry
Architect	CIS/Occ. Pro. Regulation Commercial Services
Asbestos Abatement Project Designer	Family/Occ. Health

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Asbestos Abatement Supervisor	Family/Occ. Health
Asbestos Management Planner	Family/Occ. Health
Asbestos Abatement Worker	Family/Occ. Health
Asbestos Abatement Inspector	Family/Occ. Health
Asbestos Abatement Contractor	Family/Occ. Health
Athletic Event Licenses (Boxing)	CIS/Occ. Pro. Regulation Commercial Services
Barber Student	CIS/Occ. Pro. Regulation Commercial Services
Barber	CIS/Occ. Pro. Regulation Commercial Services
Barber Instructor	CIS/Occ. Pro. Regulation Commercial Services
Beer & Wine Vendor, Wholesale	CIS/Liquor Control Comm.
Beer, Outstate Seller of	CIS/Liquor Control Comm.
Blacksmith	Agriculture/Racing Comm.
Boiler Installer	CIS/Boiler Division
Boiler Inspector	CIS/Boiler Division
Boiler Repairer	CIS/Boiler Division
Breeder, Game Fish	Agriculture/Animal Industry
Building (Construction) Official	CIS/Office of Local Government and and Consumer Services
Bulk Tank Trucks ID#	Agriculture/Food & Dairy
Burglar Alarm System Contractor (Security)	State Police/Private Security/Investigator Unit
Butter Graders	Agriculture/Food & Dairy
Campgrounds	Env/Drinking Water

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Certified Samplers	Agriculture/ Food & Dairy
Certified Public Accountant	CIS/Occ. Pro. Regulation Commercial Services
Certified Industry Fieldperson	Agriculture/Food & Dairy
Certified Tattooers	Agriculture/Animal Industry
Certified Underground Storage Tank Professional	Env/ Storage Tank
Child Caring Institution	Family/Regulatory Services
Child Placing Agency	Family/Regulatory Services
Child Day Care Center	CIS/Regulatory Services Child Day Care Licensing
Children's Camps/Adult Camps	Family/Regulatory Services
Chiropractor	CIS/Occ. Pro. Regulation Commercial Services
Collection Agency Manager	CIS/Occ. Pro. Regulation Commercial Services
Community Planner, Professional	CIS/Occ. Pro. Regulation Commercial Services
Construction Plan Reviewer	CIS/Registration Section
Continuing Temporary School Social Worker	Education/OSES
Continuing Temporary Out-of-State Trained Supervisor of Special Education	Education/OSES
Continuing Instructional Aide Deviation	Education/OSES
Continuing Emergency Resource	Education/OSES
Continuing Temporary Supervisor of Special Education	Education/OSES
Continuing Temporary Director of Special Education	Education/OSES
Continuing Temporary Out-of-State Trained	Education/OSES

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Director of Special Education	
Continuing Emergency Teacher	Education/OSES
Continuing Temp. Teacher	Education/OSES
Correctional Officer, State	Corrections/Personnel
Cosmetologist	CIS/Occ. Pro. Regulation Commercial Services
Court Reporter/Reporter/Operator Stenomask Reporter	State Court/Certification/HRD
Cosmetology Instructor	CIS/Occ. Pro. Regulation Commercial Services
Dead Animal Dealers - Vehicles	Agriculture/Animal Industry
Dead Animal Dealers - Plant License	Agriculture/Animal Industry
Dead Animal Dealers - Transfer Station	Agriculture/Animal Industry
Dead Animal Dealers - D.A. Dealer	Agriculture/Animal Industry
Dead Animal Dealers - Animal Food	Agriculture/Animal Industry
Debt Management Firm	CIS/CS&LD Securities Division
Dental Hygienist	CIS/Occ. Pro. Regulation Health Services
Dental Assistant, Registered	CIS/Occ. Pro. Regulation Health Services
Dentist	CIS/Occ. Pro. Regulation Health Services
Distressed Vehicle Transporter License	State/Bureau of Automotive Regulation
Doctor of Medicine (Medical Doctor)	CIS/Occ. Pro. Regulation Health Services
Dog Pounds/Animal Shelters	Agriculture/Animal Industry
Dog I.D. Registrations	Agriculture/Animal Industry



<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Driver Education Instructor	Education/School Mgmt.
Drinking Water Labs	Env/Drinking Water
Dry Cleaning	Env/Drinking Water
Electrical Contractor	CIS/Electrical Division
Electrician, Journeyman	CIS/Electrical Division
Electrician, Master	CIS/Electrical Division
Electrologist (Cosmetology Board)	CIS/Occ. Pro. Regulation Commercial Services
Elevator Journeyman	CIS/Elevator Division
Elevator Inspector(Certificate of Competency)	CIS/Elevator Division
Elevator Contractor	CIS/Elevator Division
Emergency Medical Technicians	CIS/Health Systems
Emergency Resource Program Teacher	Education/OSES
Emergency Medical Technician-Specialists	CIS/Health Systems
Emergency Medical Services Instructor-Coordiators	CIS/Health Systems
Emergency Substitute	Education/OPPC
Engineer, Licensed Professional	CIS/Occ. Pro. Regulation Commercial Services
Explosive Handler	State Police/Posts
Fair Concession Units	Agriculture/Food & Dairy
Family Day Care Home	CIS/Regulatory Services Child Day Care Licensing
Feed Manufacturer - Commercial	Agricultural/Pest. & Plant Pest
Feed Distributor - Commercial	Agricultural/Pest. & Plant Pest
Fertilizer Registrations	Agricultural/Pest. & Plant Pest

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Fertilizer Licenses	Agricultural/Pest. & Plant Pest
Fire Alarm/Fire Suppression	CIS/Office of Fire Safety
Fire Fighter Training Instructor	State Police/Fire Marshal/ Fire Fighter Training Council
Fire Alarm Specialty	CIS/Electrical Division
Fire Alarm Specialty Technician Apprentice	CIS/Electrical Division
Fish Cleaning	Agriculture/Food & Dairy
Fish Dealer, Wholesale	Nat Resources/Budget & Program Support
Fisher, Commercial	Nat Resources/Fisheries
Food Establishments	Agriculture/ Food & Dairy
Food Service Sanitation	Agriculture/Food & Dairy
Foreign Salvage Vehicle Dealer License	State/Bureau of Automotive Regulation
Forensic Polygraph Examiner	CIS/Occ. Pro. Regulation Commercial Services
Forester, Registered	CIS/Occ. Pro. Regulation Commercial Services
Frozen Desserts	Agriculture/Dairy & Dairy
Full School Social Worker	Education/OSES
Full Out-of-State Trained School Social Worker	Education/OSES
Full-Curriculum Resource Consultant	Education/OSES
Full-Director of Special Education	Education/OSES
Full-Out-of-State Trained Supervisor of Special Education	Education/OSES
Full-Out-of-State Trained Director of Special Education	Education/OSES
Full-Physical Therapy Assistant	Education/OSES

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Full-Supervisor of Special Education	Education/OSES
Full-Teacher Consultant	Education/OSES
Full-Teacher of Physical Ed. for Handicapped	Education/OSES
Full-Teacher of Pre-Primary Impaired	Education/OSES
Full-Work Study Coordinator	Education/OSES
Full-Year Substitute	Education/OPPC
Fundraiser, Professional	Atty/Charitable Trust
Funeral Goods or Services (Prepaid), Contract Seller of	CIS/Occ. Pro. Regulation Commercial Services
Fur Dealer	Nat Resources/Budget & Program Support
Fur Processor	Nat Resources/Budget & Program Support
Minnow Dealer, Wholesale and Retail	Nat Resources/Budget & Program Support
Operator of Vessels Carrying Passengers for Hire (Charter Boat Operator) Sport Trolling	Nat Resources/Budget & Program Support
Grade A Plants	Agriculture/Food & Dairy
Grain Dealers - Trucks	Agriculture/Finance & Tech.
Grain Dealers - Facilities	Agriculture/Finance & Tech.
Grain Dealers - Merchandisers	Agriculture/Finance & Tech.
Groom	Agriculture/Racing Comm.
Group Day Care Home	CIS/Regulatory Services Child Day Care Licensing
Group Home	Family/Regulatory Services
Harness Driver	Agriculture/Racing Comm.
Haulers	Agriculture/Food & Dairy

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Hazardous Waste Transporter	Env/Waste Management
Health Benefit Agent	CIS/Mich. Insurance Bureau
Hearing Aid Salesperson	CIS/Occ. Pro. Regulation Commercial Services
Hearing Aid Dealer	CIS/Occ. Pro. Regulation Commercial Services
Hearing Aid Trainee	CIS/Occ. Pro. Regulation Commercial Services
Horse Riding Stables	Agriculture/Animal Industry
Hot Walkers	Agriculture/Racing Comm.
Initial Emergency Teacher	Education/OSES
Initial Instructional Aide Deviation	Education/OSES
Initial Temp. Teacher	Education/OSES
Inspector (Building, Electrical, Mechanical, and Plumbing)	CIS/Registration Section
Insurance Counselor	CIS/Mich. Insurance Bureau
Insurance Administrative Services Manager (Third Party)	CIS/Mich. Insurance Bureau
Insurance Adjuster (aka Independent Adjuster)	CIS/Mich. Insurance Bureau
Insurance Agent, Surplus Lines	CIS/Mich. Insurance Bureau
Insurance Adjuster (Third Party)	CIS/Mich. Insurance Bureau
Insurance Solicitor	CIS/Mich. Insurance Bureau
Insurance Agent	CIS/Mich. Insurance Bureau
Investment Advisor Acting as Finder	CIS/CS&LD Securities Division
Investment Advisor	CIS/Enforcement Division
Land Surveyor	CIS/Office of Commerical Services

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Landscape Architect	CIS/Occ. Pro. Regulation Commercial Services
Liquid Industrial Waste Transporter	Env/Waste Management
Livestock Hauler	Agriculture/Animal Industry
Livestock Broker	Agriculture/Animal Industry
Livestock Saleyards	Agriculture/Animal Industry
Livestock Dealer	Agriculture/Animal Industry
Livestock Auction Market	Agriculture/Animal Industry
Manicurist	CIS/Occ. Pro. Regulation Commercial Services
Manufacturing Plants	Agriculture/Food & Dairy
Marriage & Family Therapist	CIS/Occ. Pro. Regulation Health Services
Mechanical Contractor (Heating, Cooling/Ventilating/Refrigerating, Dutchwork, Fire Suppression, Solar)	CIS/Mechanical Division
Medical Education (Post Grad) Limited License	CIS/Occ. Pro. Regulation Health Services
Medical First Responders	CIS/Health Systems
Medical Aide, Corrections	Corrections/Personnel
Migrant Labor Housing	Agriculture/Env. Stewardship
Milk Distributors	Agriculture/Food & Dairy
Milkfat Testers	Agriculture/Food & Dairy
Mobile Home Lessor	CIS/CS&LDManufactured Housing Division
Mobile Home Installer & Repair	CIS/CS&LD Manufactured Housing Division
Mobile Home Dealer	CIS/CS&LD Manufactured Housing Division

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Mobile Home Park Owner	CIS/CS&LDManufactured Housing Division
Mortician/Funeral Director	CIS/Occ. Pro. Regulation Commercial Services
Motor Carrier Certificate	CIS/Public Service Motor Carrier Division
Motor Fuel Quality/Weights & Measures	Agriculture/Laboratory
Motor Vehicle Repair Facility Registration	State/Bureau of Automotive Regulation
Motor Carrier Driver/Medical Waiver	State Police/Motor Carrier Division
Motor Vehicle Mechanic Trainee Permit	State/Bureau of Automotive Regulation
Motor Vehicle Mechanic Certificate	State/Bureau of Automotive Regulation
Mortuary Science Resident Trainee	CIS/Occ. Pro. Regulation Commercial Services
New Vehicle Dealer License	State/Bureau of Automotive Regulation
Notary Public	State/Office of the Great Seal
Nurse, Registered (RN)	CIS/Occ. Pro. Regulation Health Services
Nurse, Practical (LPN)	CIS/Occ. Pro. Regulation Health Services
Nurse Midwife (Specialty)	CIS/Occ. Pro. Regulation Health Services
Nurse Practitioner (Specialty)	CIS/Occ. Pro. Regulation Health Services
Nurse Anesthetist (Specialty)	CIS/Occ. Pro. Regulation Health Services
Nursery - Dealer License	Agricultural/Pest. & Plant Pest
Nursery - Plant Dealer License	Agricultural/Pest. & Plant Pest
Nursery - Plant Grower License	Agricultural/Pest. & Plant Pest

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Nursery - General License	Agricultural/Pest. & Plant Pest
Nursing Home Administrator	CIS/Occ. Pro. Regulation Commercial Services
Occupational Education Certificate	Education/OPPC
Ocularist	CIS/Occ. Pro. Regulation Commercial Services
Ocularist Apprentice	CIS/Occ. Pro. Regulation Commercial Services
Optometrist	CIS/Occ. Pro. Regulation Health Services
Osteopathic Physician	CIS/Occ. Pro. Regulation Health Services
Osteopathic Intern/Resident	CIS/Occ. Pro. Regulation Health Services
Paramedics	CIS/Health Systems
Parole/Probation Officer, State	Corrections/Personnel
Permit to Hold Wildlife in Captivity	Nat Resources/Wildlife
Personnel Agency Manager	CIS/Occ. Pro. Regulation Commercial Services
Personnel Agency	CIS/Occ. Pro. Regulation Commercial Services
Pesticide Commercial Applicator License	Agricultural/Pest. & Plant Pest
Pesticide Non-Specialty Registration	Agricultural/Pest. & Plant Pest
Pesticide Specialty Registration	Agricultural/Pest. & Plant Pest
Pesticide Certification - Aerial	Agricultural/Pest. & Plant Pest
Pesticide Certification - Commercial	Agricultural/Pest. & Plant Pest
Pesticide Certification - Private	Agricultural/Pest. & Plant Pest
Pet Shops	Agriculture/Animal Industry

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Pharmacist	CIS/Occ. Pro. Regulation Health Services
Pharmacist Intern	CIS/Occ. Pro. Regulation Health Services
Physical Therapist	CIS/Occ. Pro. Regulation Health Services
Physician's Assistant	CIS/Occ. Pro. Regulation Health Services
Plumber, Master	CIS/Plumbing Division
Plumber, Journeyman	CIS/Plumbing Division
Podiatrist Intern	CIS/Occ. Pro. Regulation Health Services
Podiatrist	CIS/Occ. Pro. Regulation Health Services
Police Officer, Certified	State Police/MLEOTC
Private Security Guard Agency Owner/Operator	State Police/Private Security/Investigator Unit
Preliminary Psychologist	Education/OPPS
Private Detective/Private Investigator	State Police/Private Security/Investigator Unit
Private Driver Education Schools	State/Driver Training/Testing Program
Private Driver Education Instructors	State/Driver Training/Testing Program
Professional Surveyor	CIS/Occ. Pro. Regulation Commercial Services
Professional Teaching (elementary & secondary)	Education/OPPC
Program Teacher	Education/OPPC
Provisional Teaching (elementary & secondary)	Education/OPPC



<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Public Swimming Pools	Env/Drinking Water
Psychologist	CIS/Occ. Pro. Regulation Health Services
Qualified Underground Storage Tank Consultant	Env/ Storage Tank
Racehorse Trainer	Agriculture/Racing Comm.
Racehorse Owner	Agriculture/Racing Comm.
Racehorse Exercise Person/Pony Person	Agriculture/Racing Comm.
Racetrack Vendor	Agriculture/Racing Comm.
Racetrack Operations	Agriculture/Racing Comm.
Racing Officials	Agriculture/Racing Comm.
Rail Road Commission	State Police/Private Security Investigation Unit
Real Estate Valuation Specialist	CIS/Occ. Pro. Regulation Commercial Services
Real Estate Associate Broker	CIS/Occ. Pro. Regulation Commercial Services
Real Estate Appraiser, Certified	CIS/Occ. Pro. Regulation Commercial Services
Real Estate Appraiser, Licensed	CIS/Occ. Pro. Regulation Commercial Services
Real Estate Salesperson	CIS/Occ. Pro. Regulation Commercial Services
Real Estate Broker	CIS/Occ. Pro. Regulation Commercial Services
Receiving Stations	Agriculture/Dairy
Registered Technician - Commercial	Agricultural/Pest Mgmt.
Renderers	Agriculture/Animal Industry

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Reptile/Amphibian Catcher, Commercial	Nat Resources/Budget & Program Support
Research Facilities	Agriculture/Animal Industry
Residential Maintenance and Alteration Contractor	CIS/Occ. Pro. Regulation Commercial Services
Residential Builder	CIS/Occ. Pro. Regulation Commercial Services
Residential Building Salesperson	CIS/Occ. Pro. Regulation Commercial Services
Restricted Use Pesticide Dealer License	Agricultural/Pest. & Plant Pest
Retail Gasoline Outlets	Agriculture/Laboratory Div.
Salvage Vehicle Agent License	State/Bureau of Automotive Regulation
Sanitarian	CIS/Occ. Pro. Regulation Health Services
School Psychologist	Education/OPPC
School Nurse	Education/OPPC
Scrap Tire Hauler	Env/Waste Management
Securities Agent	CIS/CS&LD Securities Division
Securities Broker-Dealer	CIS/CS&LD Securities Division
Septic Tank/Cesspool/Seepage Pit Hauler	Env/Surface Water Quality
Shooting Preserve Operator, Private	Nat Resources/Wildlife Division
Sign Specialty	CIS/Electrical Division
Social Worker, Certified	CIS/Occ. Pro. Regulation Commercial Services
Social Worker	CIS/Occ. Pro. Regulation Commercial Services
Social Work Technician	CIS/Occ. Pro. Regulation Commercial Services

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Solicitor	Education/Higher Ed. Mgmt.
Solicitor, Professional	Atty/Charitable Trust
Special Ed. Intern Teacher	Education/OSES
Substitute Teacher	Education/OPPC
Taxidermist	Nat Resources/Budget & Program Support
Teacher(Elementary & Secondary)	Education/OPPC
Teacher(Elementary & Secondary, 18 Hour Continuing)	Education/OPPC
Teacher(Elementary & Secondary, 30 Hour Continuing)	Education/OPPC
Temporary Out-of-State Trained Director of Special Education	Education/OSES
Temporary Teacher Employment Authorization	Education/OPPS
Temporary School Social Worker	Education/OSES
Temporary Supervisor of Special Education	Education/OSES
Temporary Out-of-State Trained School Social Worker	Education/OSES
Temporary Vocational Authorization	Education/OPPS
Temporary Out-of-State Trained Supervisor of Special Education	Education/OSES
Temporary Director of Special Education	Education/OSES
Transfer Stations	Agriculture/Dairy
Used Vehicle Dealer License	State/Bureau of Automotive Regulation
Used Vehicle Parts Dealer License	State/Bureau of Automotive Regulation

<b><u>LICENSE NAME</u></b>	<b><u>DIVISION/OFFICE NAME</u></b>
Vehicle Scrap Processor License	State/Bureau of Automotive Regulation
Vehicle Broker License	State/Bureau of Automotive Regulation
Vehicle Salvage Pool License	State/Bureau of Automotive Regulation
Vehicle Recycle License	State/Bureau of Automotive Regulation
Veterinarian	CIS/Occ. Pro. Regulation Health Services
Veterinarian	Agriculture/Racing Comm.
Veterinary Technician	CIS/Occ. Pro. Regulation Health Services
Wastewater Treatment Plant Operator, Municipal	Env/Environmental Assistance
Wastewater Treatment Plant Operator, Industrial and Commercial	Env/Environmental Assistance
Water Hauler	Env/Drinking Water
Waterworks Operator	Env/Environmental Assistance
Well Drillers and Pump Installation Contractor	Env/Drinking Water
Wholesale Potato Dealers	Agriculture/Food & Dairy
Wine, Outstate Seller of	CIS/Liquor Control Comm.

**LICENSE NAME****DIVISION/OFFICE NAME****ALPHABETICAL LIST:  
FRIEND OF THE COURT--SECRETARY OF STATE CODES**County  
Secretary of State Code

Alcona	2541
Alger	4271
Allegan	0031
Alpena	0071
Antrim	6231
Arenac	6881
Baraga	3811
Barry	2561
Bay	0331
Benzie	0391
Berrien	5901
Branch	0831
Calhoun	0321
Cass	0731
Charlevoix	0761
Cheboygan	0781
Chippewa	5821
Clare	2531
Clinton	5891
Crawford	2111
Delta	1501
Dickinson	2941
Eaton	0771
Emmet	5111
Genesee	1861
Gladwin	2141
Gogebic	0381

<u>LICENSE NAME</u>	<u>DIVISION/OFFICE NAME</u>
Grand Traverse	6232
Gratiot	2981
Hillsdale	2601
Houghton	2621
Huron	0301
Ingham	3821
Ionia	2931
Iosco	6201
Iron	0851
Isabella	4261
Jackson	3201
Kalamazoo	3501
Kalkaska	2112
Kent	2181
Keweenaw	1401
Lake	0311
Lapeer	3831
Leelanau	6233
Lenawee	0011
Livingston	2631
Luce	4541
Mackinac	5881
Macomb	4221
Manistee	4111
Marquette	4131
Mason	3891
Mecosta	0401
Menominee	4171
Midland	4181
Missaukee	0701

Monroe	4211
Montcalm	5921
Montmorency	0101
Muskegon	4281
Newaygo	6901
Oakland	5151
Oceana	6902
Ogemaw	6882
Ontonagon	4811
Osceola	5411
Oscoda	6202
Otsego	2113
Ottawa	2161
Presque Isle	5461
Roscommon	6883
Saginaw	5801
St. Clair	5161
St. Joseph	0751
Sanilac	5811
Schoolcraft	4121
Shiawassee	0841
Tuscola	0721
Van Buren	5101
Washtenaw	0081
Wayne	1141
Wexford	0702